



PRELIMINARY INFORMATION FORM (PIF) for INDIVIDUAL PROPERTIES

DHR Guidance Document 4595

Instructions

The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a property for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a property for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board and their recommendations regarding the property's eligibility will be provided to the property owner in writing.

Before Preparing a PIF

Contact DHR's Archivist for assistance in obtaining any information DHR may have on file about your property, such as a previous architectural survey record or eligibility evaluation. You are welcome to use this information in preparing your PIF. Contact DHR's Archivist by phone at (804) 482-6102, or by email at Quatro.Hubbard@dhr.virginia.gov.

- If you have a subscription to DHR's online database, VCRIS (Virginia Cultural Resource Information System), please also check the electronic record for relevant information.

Staff at one of DHR's three Regional offices are available to answer questions you may have as you begin preparing your PIF. Locations and contact information for each office is at http://dhr.virginia.gov/regional_offices/regional_offices.htm. (You also are welcome to ask DHR's Archivist for the contact information.)

Preparing a PIF

A PIF consists of three equally important parts:

1. **Form:** Complete the attached form to the best of your ability, using your own research about the property to be evaluated as well as any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, the PIF can be submitted via CD, email, ftp, or other file sharing means.

Your PIF will not be evaluated if it is missing any of the following information:

- Property owner's signature
 - Contact information for the person submitting the form (if different from the property owner)
 - Contact information for the City Manager or County Administrator (and Town Manager, if applicable) where the property is located
2. **Photos:** Provide color photographs of your property's exterior and major interior spaces, with emphasis on architectural features instead of furnishings. Photos typically include

views of the main building from all sides, as well as important ornamental and/or functional details; any outbuildings or secondary resources; and the property's general setting. Submit both photo prints on 4" x 6" glossy photo paper and digital images on CD or other file sharing means approved by DHR's Regional staff.

3. **Maps:** A minimum of two maps must accompany your PIF:

- **Location map:** Mark this map to show the exact location of your property. The map can be created using Google Maps, Google Earth, Bing, or other mapping websites. A location map may also be generated free-of-charge using DHR's [public V-CRIS MapViewer tool](#) (click on the "Map" tab). A copy of a road map also may be used as long as the property's exact location is marked and a physical address is included. DHR's Archivist can assist in providing an example of an acceptable location map with boundaries.
 - If you have a subscription to DHR's online database, VCRIS (Virginia Cultural Resource Information System), you can create a location map using its mapping tools (click on the "Data Viewer" tab to access maps).
- **Sketch map:** The sketch map shows the locations of all resources on your property, such as the main building; any secondary resources (often referred to as outbuildings); major landscape features such as a stream, formal gardens, driveways and parking areas, and the road on which the property fronts. The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.
- On each map, include your property's name and the locality (City, County [and Town if applicable]) where it is located.

Submitting a PIF

Once you have completed the PIF, submit it to the appropriate Regional office. The Regional staff member will inform you when DHR staff will review your PIF and answer any questions you may have about the evaluation process.

Note: All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, the materials will be posted on DHR's public website for a period of time during the evaluation process.



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DHR No. (to be completed by DHR staff) _____

Purpose of Evaluation

Please use the following space to explain briefly why you are seeking an evaluation of this property.

Are you interested in applying for State and/or Federal Rehabilitation Tax Credits?

Yes _____ No _____

Are you interested in receiving more information about DHR's easement program?

Yes _____ No _____

1. General Property Information

Property name: _____

Property address: _____

City or Town: _____

Zip code: _____

Independent City or County (and Town if Applicable) _____

Category of Property (choose only one of the following):

Building _____ Structure _____ Object _____

NOTE: For archaeological sites, use the PIF for Archaeological Sites

2. Physical Aspects

Acreage: _____

Setting (choose only one of the following):

Urban _____ Suburban _____ Town _____ Village _____ Hamlet _____ Rural _____

Briefly describe the property's overall setting, including any notable landscape features:



3. Architectural Description

Architectural Style(s): _____

If the property was designed by an architect, landscape architect, engineer, or other professional, please list here: _____

If the builder is known, please list here: _____

Date of construction (can be approximate): _____

Date of any subsequent additions or major alterations (can be approximate):

Narrative Description:

Briefly describe the general characteristics of the entire property, such as its current use (and historic use if different), as well as the primary building or structure on the property (such as a house, store, mill, factory, depot, bridge, etc.). Include the architectural style, materials and method(s) of construction, physical appearance and condition (exterior and interior), and any additions, remodeling or renovations, or other alterations.



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Briefly list and describe any outbuildings or secondary resources (such as barns, sheds, dam and mill pond, storage tanks, scales, railroad spurs, etc.), including their condition and their estimated construction dates.

4. Property's History and Significance

Briefly describe the history of the property, such as significant events, persons, and/or families associated with the property. Please list all sources of information used to research the history of the property. (It is not necessary to attach lengthy articles or family genealogies to this form.)

If the property is important for its architecture, engineering, landscape architecture, or other aspects of design, please include a brief explanation of this aspect.



5. Property Ownership (Check as many categories as apply):

Private: _____ Public – Local _____ Public – State _____ Public – Federal _____

Current Legal Owner(s) of the Property (If the property has more than one owner, please list each below or on an additional sheet.)

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail: _____ telephone: _____

Legal Owner's Signature: _____

Date: _____

• • Signature required for processing all applications. • •

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: _____

Applicant Information (Individual completing form if other than legal owner of property)

name/title: _____
organization: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
e-mail: _____ telephone: _____

6. Notification

In some circumstances, it may be necessary for DHR to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator or City Manager.

name/title: _____
locality: _____
street & number: _____
city or town: _____ state: _____ zip code: _____
telephone: _____

*Thank you for taking the time to submit this Preliminary Information Form.
Your interest in Virginia's historic resources is helping to provide better stewardship
of our cultural past.*